Adobe Acrobat Reader Tips

Acrobat Reader is a standard Windows application, with pull-down menus as a top row, a tool bar as a second row, and scroll bars at the side and bottom of the screen. Additional options along the bottom of the screen are discussed below.

1. Searching for text.

You can search for text by selecting "Find" from the "Tools" pull-down menu or by clicking the "binoculars" button ▓ on the tool bar.

2. Navigating through a document.

Acrobat Reader has a number of tools to let you move through a document.

A. The simplest form of navigation is to move around the current page. The "hand" cursor ▓ lets you do this. Press the left mouse button and the hand becomes a fist, grabbing the page. With the mouse button held down you can "drag" or "push" the page anywhere on the screen.

B. The vertical scroll bar on the right of the screen lets you move up or down by line (arrows), by half-page (click in the scroll area), or by user-selected distances (drag the scroll button).

C. The "View" pull-down menu lets you move to defined (first, last, etc.) or selected pages.

D. The arrow keys ▓ in the tool bar let you move to first, previous, next or last page.

E. The "Page" button ▓ 1 of 16 at the bottom of the screen displays a page icon and the text "n of m" showing your current page and the total pages in the document. Click on it to select a "go to" page.

3. Resizing a document.

A. The "View" pull-down menu has five pre-set sizes (Actual, Fit Page, etc.) as well as a "Zoom to…" option which lets you select a variety of magnifications for the document.

B. The second block of buttons in the tool bar contains 4 buttons for setting the cursor. The default "hand" cursor is for navigation use only. (see above) The "+" and "-" magnifying glass buttons provide zoom in and zoom out capability, respectively.

When you select the "+" button, the cursor will change to a "+." Click with the cursor in the document and the displayed document will double in size. Each succeeding click will again double the document size, to a maximum of 800%.

C. The three buttons on the tool bar let you select from predefined document settings. The rightmost button of the three will set the document to fill the screen. Magnification will vary by screen size. The middle button will shrink the document to display the full page. The leftmost button will set the document at 100% magnification.